



**PATELEY BRIDGE TOWN COUNCIL**  
The Council Chamber, King Street  
Pateley Bridge, HG3 5LE

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## **DRAFT MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 27<sup>TH</sup> APRIL 2021**

**Present: Councillor Anson, Councillor Holt, Councillor Leggett and Councillor Skaife**

**In attendance: Laura Jowett, Town Clerk**

**1 To accept Apologies and reason for absence**

None

**2 Councillors' Declarations of Interest and Consideration of Dispensations**

None

**3 Minutes of the Meeting held on the 20th January 2021:**

**Resolved** to approve the minutes of the meeting held on the 20<sup>th</sup> January 2021, to be signed by the Chair at a later date.

**4 Internal Controls**

**a) To carry out internal controls for the period 01/01/2021-31/03/2021**

Bank statements were cross referenced with the minutes and invoices. The internal control checklist was checked by the committee and completed and signed by Councillor Anson

**5 Asset Register**

**a) To review the asset register and recommend to Full Council**

The Asset Register was reviewed and discussed. It was noted that a review of benches and seats will be conducted in future.

**Resolved** to recommend the Asset Register to the Full Council

**6 Risk Assessment**

**a) To review the council's management of risk**

**b) To consider recommending the risk management policy to full council**

The Risk Assessment was reviewed and discussed. The Finance Committee recommended that the item about the loss of data be amended to reflect that the Council's files are being backed up onto an external hard drive on a monthly basis.

**Resolved** to recommend the Risk Assessment to the Full Council.

**7 Dates of next meetings**

**To consider dates for the next meeting**

The next meeting of the Finance Committee will be held on Tuesday 20<sup>th</sup> July 2021 at 4.30pm